

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021
FOR
THE VINE TRUST**

Richard Kyte Associates
Chartered Certified Accountant
126 Weyhill Road
Andover
Hampshire
SP10 3BE

THE VINE TRUST

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for the Year Ended 31 January 2021**

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THE VINE TRUST

REPORT OF THE TRUSTEES for the Year Ended 31 January 2021

The trustees present their report with the financial statements of the charity for the year ended 31 January 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Trust, as stated in the Declaration of Trust dated 12 December 1983, are:

To promote the Christian Religion by such legally charitable means as the trustees shall in their discretion think fit in the vicinity of Andover in the County of Hampshire.

Significant activities

We continue to rely on 19 volunteers, a volunteers manager and 5 trustees who are critical to the running of the trust and in particular the bookshop. Between them they usually donate over 3,600 hours of service to the charity in a year. However in 2020/21, with three COVID-19 lockdowns, we were only able to open the bookshop for a total of 5.5 months and, due to many of our volunteers shielding, that was only for four days per week. This resulted in only 1,200 hours of voluntary service to the charity.

The Trust supported local churches and schools with the donation of £11,868 (RRP) of stock in the form of 4,765 books and comics during the course of the year to help them communicate the Christian faith in their local community.

The Trust gives discounts on purchases to local churches and schools.

We encourage local Christian writers by organizing book signings and selling their literature.

We are represented on social media and our website and advertise through Facebook and emails to local churches and schools, and outreach to the local community through supporting local events, for example children's baptismal classes and through networking.

The charity received Local Restrictions Support grants of £17,811 from local government during the year and the business rates were totally covered by rates relief.

Public benefit

The trustees have had regard to Charity Commission guidance on public benefit and consider that the objectives, aims and achievements of the charity described in the report enable it to meet its duty to the Charity Commission as per section 17 of the Charities Act 2011 and to the benefit of the public.

The Charity rents and operates the Vine Trust Christian Bookshop at 31/33 Bridge Street Andover SP10 1BE.

Our main charitable activities are described below and focus on providing services to the general public, churches and schools, and are undertaken to further our charitable purposes for the public benefit.

Our activities include the following:

1. Operating a retail shop supplying Bibles & Bible study material, Christian books, CDs & DVDs, Music books, Christian art, gifts & cards, jewellery and Church supplies.
2. Discounted sales for schools and churches and special discounts on bulk orders.
3. Promotion of the Christian faith by donating a range of material to local schools and churches.
4. Running bookstalls at local schools and churches and national conferences.
5. Selling goods to support charities including: Compassion, Leprosy Mission, Tear Fund and Barnabas Fund.
6. Supporting local initiatives through Andover Churches Together.

THE VINE TRUST

REPORT OF THE TRUSTEES for the Year Ended 31 January 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The purpose of The Vine Trust is the propagation of the Christian Gospel by the sale and distribution of Bibles, Christian literature and other Christian resources. The Vine Trust recognises Christian literature to be one of the most effective means for the evangelisation of Hampshire and the edification of the local church and seeks to help meet the local need for Christian literature true to the Word of God and the fundamentals of the Christian faith.

Over the period of this report we have continued to help promote the Christian faith by donating a range of Scripture Union publications to local schools and churches which include Easter comics, books for children moving to secondary schools and alternative Halloween booklets.

FINANCIAL REVIEW

Principal funding sources

The main source of income of the Charity is normally from the sale of Christian literature and associated products. Due to the curtailment of many activities during the year due to covid, the main source of income was from grants received from the local council. It also receives a small amount of voluntary donations which totalled £1,914 during the year.

Reserves policy

The general fund at 31 January 2021 totalled £46,930 as compared with the balance at 31 January 2020 of £34,922.

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at a level equal to 3 months of unrestricted expenditure, which, based on ongoing likely expenditure, would be approximately £8,000. Free Reserves of the charity at 31 January 2021, excluding fixed assets and stock, were £30,142.

**REPORT OF THE TRUSTEES
for the Year Ended 31 January 2021**

FUTURE PLANS

Our plans will very much depend on the Government's road map as the country comes out of lockdown and when non-essential shops can reopen. We are continually looking for ways to ensure that we stay relevant to our customers and their needs. Our ongoing aims are as follows:

1. To continue to review the number of trustees to expand our expertise and introduce younger trustees to the Board.
2. To work with local Churches as restrictions are lifted and they can reopen for corporate worship and other activities with the provision of church resources.
3. To look for opportunities to update and improve our website and the possibility to sell online.
4. To procure a new laptop for our Bookkeeper and new printer for the shop.
5. To continue to support Alpha courses and other such courses by increasing the range of related material and running bookstalls for them during such courses.
6. To work closely with Andover Churches Together (ACT) and give a presentation on the work of The Vine to new and existing members - carried over from 2020/21.
7. To maintain donations of Christian resources and books to local churches and schools, especially those in rural communities where their resources are limited. We plan to give away books and related items for Easter, children moving to secondary school and Christmas with a total estimated retail value of £10,000.
8. Continue to support the "Amazing Alice" charity by selling Christmas cards.
9. Review, update and produce new procedures to meet current and planned future requirements to enable the Trust to undertake its business.

Covid-19 Update

Following Government instructions to close all non essential businesses the Vine Trust bookshop was closed from mid-March 2020. Based on Government guidance, the Trustees undertook a risk assessment and set up processes and procedures which enabled the bookshop to reopen at the end of June 2020. The shop then had to close again for November 2020 and for a third time from January to April 2021.

We have been unable to hold Trustees' meetings but have used emails and one to one discussions to keep in contact on urgent Trust matters.

We were able to donate 959 (£840 RRP) Easter comics to Churches and schools during March 2021. We are giving 313 (£655) "It's Your Move" books to schools Years 6 children. At Christmas we are planning to give over 1000 Christmas comics to local schools."

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The trust is a charity which was registered on 7 March 1984 and established under a declaration of trust dated 12 December 1983.

Recruitment and appointment of new trustees

The trustees are local Christians who want to spread the truth of the Christian religion through the sale of Christian literature and other resources in Andover and the surrounding area.

Organisational structure

The Vine Trust would normally hold a trustees meeting up to 5 times a year where the trustees discuss the current situation and future plans of the charity. We have been unable to hold face to face Trustees meeting but have used social media to keep in contact on urgent trust matters. The trustees are responsible for the strategic direction and policies of the organisation. There are presently 5 trustees.

Induction and training of new trustees

New trustees are provided with a copy of the company's Trust Deed and latest financial information, together with other relevant documents such as minutes of previous meetings and a full set of publicity materials. They are also referred to the Charity Commission's guidance "How to be an effective trustee". They are also required to have some experience of working in the bookshop.

THE VINE TRUST

REPORT OF THE TRUSTEES for the Year Ended 31 January 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have conducted a review of the major risks to which the charity is exposed and our Risk Register was updated on 1st January 2017. Systems have been established to mitigate these risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

288706

Principal address

31 Bridge Street
Andover
Hampshire
SP10 2BE

Trustees

T Sleath
J MacDonald Chairman
Mrs G Von-der-Decken Bookkeeper
Ms A Smith
Ms A White

Independent Examiner

Richard Kyte FCCA
Richard Kyte Associates
Chartered Certified Accountant
126 Weyhill Road
Andover
Hampshire
SP10 3BE

Bankers

Barclays Bank plc
5 High Street
Andover
Hampshire
SP10 1LJ

Approved by order of the board of trustees on 17 May 2021 and signed on its behalf by:

J MacDonald - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE VINE TRUST

Independent examiner's report to the trustees of The Vine Trust

I report to the charity trustees on my examination of the accounts of The Vine Trust (the Trust) for the year ended 31 January 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Richard Kyte FCCA
Richard Kyte Associates
126 Weyhill Road
Andover
Hampshire
SP10 3BE

17 May 2021

THE VINE TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
for the Year Ended 31 January 2021**

	Notes	31.1.21 Unrestricted fund £	31.1.20 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		1,914	648
Charitable activities			
Shop Sales		12,319	29,782
Other income		17,811	-
Total		<u>32,044</u>	<u>30,430</u>
EXPENDITURE ON			
Charitable activities			
Governance Costs		696	696
Charitable activities		19,340	31,591
Total		<u>20,036</u>	<u>32,287</u>
NET INCOME/(EXPENDITURE)		<u>12,008</u>	<u>(1,857)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		34,922	36,779
TOTAL FUNDS CARRIED FORWARD		<u><u>46,930</u></u>	<u><u>34,922</u></u>

The notes form part of these financial statements

THE VINE TRUST

BALANCE SHEET
31 January 2021

		31.1.21 Unrestricted fund £	31.1.20 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	3	134	184
CURRENT ASSETS			
Stocks	4	16,654	17,643
Debtors	5	129	659
Cash at bank and in hand		31,162	19,006
		<u>47,945</u>	<u>37,308</u>
CREDITORS			
Amounts falling due within one year	6	(1,149)	(2,570)
NET CURRENT ASSETS		<u>46,796</u>	<u>34,738</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		46,930	34,922
NET ASSETS		<u>46,930</u>	<u>34,922</u>
FUNDS	7		
Unrestricted funds		<u>46,930</u>	<u>34,922</u>
TOTAL FUNDS		<u>46,930</u>	<u>34,922</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 17 May 2021 and were signed on its behalf by:

T Sleath - Trustee

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 January 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 33% on cost

Equipment with a purchase price of £100 or less is written off when the asset is acquired.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 January 2021 nor for the year ended 31 January 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 January 2021 nor for the year ended 31 January 2020.

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 January 2021

3. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 February 2020 and 31 January 2021	432	989	1,421
DEPRECIATION			
At 1 February 2020	351	886	1,237
Charge for year	16	34	50
At 31 January 2021	367	920	1,287
NET BOOK VALUE			
At 31 January 2021	65	69	134
At 31 January 2020	81	103	184

4. STOCKS

	31.1.21 £	31.1.20 £
Stocks	16,654	17,643

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.21 £	31.1.20 £
Trade debtors	129	445
Prepayments	-	214
	129	659

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.1.21 £	31.1.20 £
Trade creditors	387	1,808
Other creditors	762	762
	1,149	2,570

7. MOVEMENT IN FUNDS

	At 1.2.20 £	Net movement in funds £	At 31.1.21 £
Unrestricted funds			
General fund	34,922	12,008	46,930
TOTAL FUNDS	34,922	12,008	46,930

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 January 2021

7. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	32,044	(20,036)	12,008
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>32,044</u>	<u>(20,036)</u>	<u>12,008</u>

Comparatives for movement in funds

	At 1.2.19 £	Net movement in funds £	At 31.1.20 £
Unrestricted funds			
General fund	36,779	(1,857)	34,922
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>36,779</u>	<u>(1,857)</u>	<u>34,922</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	30,430	(32,287)	(1,857)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>30,430</u>	<u>(32,287)</u>	<u>(1,857)</u>

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 January 2021.

